

NORTHWESTERN DIVISION HEADQUARTERS

MANAGEMENT CONTROL PROCESS ANNUAL REQUIREMENTS

NWD Division-wide Management Control Plan:

Who: NWD Management Control Administrator in the NWD Resource Management Directorate.

What/How: The NWD Division-wide Management Control Plan is a five year plan (modified annually as necessary) that outlines NWD managers' routine, ongoing management control evaluation responsibilities and identifies requirements for *specific, formal, documented* self-evaluations of key controls in numerous NWD functions, which are conducted utilizing management control evaluation checklists specifically designed for the evaluation of each function.

The plan is updated annually to incorporate formal, documented management control evaluations mandated by HQUSACE for the current year and to include functions for which DA has published new management control evaluation checklists.

When: Early each calendar year as soon as HQUSACE identifies mandatory management control evaluations for the current fiscal year and advises major subordinate commands.

Management Control Evaluations:

Who: Managers responsible for the functions identified in the Management Control Plan conduct the specific, formal, documented management control evaluations required by the plan for the current fiscal year. These managers are defined as *accountable managers* in NWDR 11-1-1, Management Control Process

What/How: A formal documented management control evaluation is a periodic, detailed assessment of key management controls to determine whether they are operating as intended. This assessment must be based upon the actual testing of key management controls and must be supported by documentation (i.e., name and signature of the accountable manager who conducted the evaluation and the date, the completed management control evaluation checklist, and the associated Management Control Report

which identifies any deficiencies detected and the corrective action taken/or planned). It is a *self-evaluation* rather than an outside evaluation of management controls (e.g., audit or command inspection of management controls). Accountable managers use the management control evaluation checklists provided to them to conduct the evaluation. They document the results of the evaluation on a Management Control Evaluation Report (also provided to them). The documentation on the report indicates whether or not management control deficiencies or material management control weaknesses were identified, and if so, documents the plan of corrective action.

After the accountable manager has conducted the required management control evaluation, his/her Director or Office Chief reviews both the completed management control evaluation checklist and the Management Control Evaluation Report before providing both to the NWD Management Control Administrator in the NWD Resource Management Directorate.

All formal, documented management control evaluations are certified by the appropriate Deputy Division Commander for each Region (they are designated as Assessable Unit Managers). The certification is accomplished after he has reviewed each Management Control Evaluation Report and associated Management Control Evaluation Checklist, and discussed any questions he deems appropriate with the accountable manager and/or Director or Separate Office Chief.

When: Annually as directed by NWD Resource Management Directorate memorandum. (District managers are likewise directed by District Resource Management Offices).

Annual Management Control Certification Statements:

Who: NWD Headquarters Directors and Chiefs of Separate Offices.

What/How: The Annual Management Control Certification Statement is a report to the Appropriate Division Deputy Commander for each Region regarding the status of management controls in each organization. As in the Management Control Evaluation Report discussed above, Directors and Office Chiefs are required to report management control material weaknesses on the statement, if any are identified. Directors' and Office Chiefs' Annual Management Control Certification Statements are one component used in preparation of the Division Deputy Commanders' Annual Assurance Statements on Management Controls, which are submitted to the NWD Division Commander.

When: Annually as directed by NWD Resource Management Directorate memorandum. (District Division and Separate Office Chiefs are likewise directed by District Resource Management Offices.)

NWD Deputy Division Commanders Annual Assurance Statements to the NWD Commander:

Who: NWD Management Control Administrator prepares for submission to the NWD Commander by the Deputy Division Commander for each Region.

What/How: The statement is based upon the results of the management control evaluation process discussed above, the Annual Management Control Certification Statements submitted by NWD Headquarters Directors and Office Chiefs, and District Commanders Annual Assurance Statements on Management Controls submitted to the Deputy Division Commander for their Region.

When: Annually, usually in the July or early August time frame.

NWD Division Commander's Annual Assurance Statement to the Chief of Engineers:

Who: NWD Management Control Administrator prepares for submission to the Chief of Engineers by the NWD Commander.

What/How: The NWD Commander's Annual Assurance Statement is prepared based upon the Annual Assurance Statements submitted to him by the Deputy Division Commanders for each Region. The Annual Assurance Reporting continues through command echelons to Congress.

When: Annually, usually in the July or early August time frame.